

General Safety Rules

It shall be the responsibility of all officers to enforce the safety rules concerning firearms. All violations of the rules should be brought to the attention of the firearms instructor or appropriate supervisor for corrective action.

1. Every officer is responsible for the safe handling, cleanliness and proper maintenance of any handgun he is authorized to carry.
2. An employee shall assume every firearm is loaded. He shall always inspect and verify that the handgun is unloaded by removing the magazine, pulling the slide back, and viewing the chamber from the rear.
3. Never use a firearm for any purpose other than that for which it was intended.
4. Each officer is responsible for the security and safekeeping of any firearm in his possession.
5. When not carried, a firearm shall be kept in a secure location. It shall not be left unattended in a public place nor left in the office unless locked in the gun locker or another secure location (lock box securely mounted inside a filing cabinet or desk drawer). It should not be left unattended in a purse without the purse being in a secure location. If the handgun is left in a vehicle, it should be stored in the locked trunk or in a locked glove compartment of a locked vehicle.
6. Whenever carrying a firearm, an officer shall have on his person his agency identification card, his special agent commission card and his boot badge. The boot badge shall be conspicuously displayed.
7. A firearm shall never be used to intimidate anyone.
8. Whenever carried, the firearm shall be placed in a proper holster, minimum of level 2 classification.
9. Always exercise care when handing a firearm to another person. The handgun shall be unloaded with the magazine removed and the breech open and when presented to someone, the fingers should be placed on the frame of a semi-automatic with the barrel pointed down, while rotating the handgun so the frame of the firearm is received in the recipient's hand, always keeping the fingers away from the muzzle and trigger.

10. No ammunition is allowed in the designated cleaning areas or inspection areas.

Y. Safety Rules When on the Firing Range -- Core Rules

1. Treat all firearms as loaded at all times.
2. Always keep the muzzle pointed downrange.
3. Know your target, its surroundings and beyond.
4. Keep your finger off of the trigger unless you are ready to fire.

OTHER RANGE SAFETY RULES

1. It is everyone's responsibility to keep himself, and everyone else, safe.
 - a. Anytime you observe a potentially unsafe condition developing, it is your responsibility to correct the matter or immediately call "CEASE FIRE" if you are unable to correct the matter.
 - b. Upon hearing "CEASE FIRE", immediately stop shooting, remain in position and await further instructions.
2. All handguns on the range, or while in the parking area, shall be unloaded except for those being used on the firing line.
3. When entering the range area, a firearm shall not be removed from its holster without authorization of the firearms instructor.
4. While on the firing line, officers shall keep their handgun in the holster until permission to remove it is given by the firearms instructor. While the handgun is unholstered, it shall always be pointed downrange.
5. During firearms qualifications, only a hip holster shall be used by the officer, firearms shall not be drawn from purses, ankle holsters or shoulder holsters.
6. While on the firing line, the officer shall not load a handgun until he has taken a position in front of the target and has received the command "**LOAD YOUR WEAPON**" from the firearms instructor.

7. Before loading the handgun, the officer must check the barrel for any obstruction. After loading it, the handgun shall be returned to the holster or held as instructed by the firearms instructor.
8. Dry firing behind the firing line, unless under the direction of the firearms instructor, is prohibited.
9. When on the firing line, the officer shall not place a finger on the trigger when drawing the handgun from the holster or until the handgun is extended toward the target and only after the firearms instructor has given the command to **"FIRE"**.
10. All officers on the firing line, if not ready, shall respond by raising the hand without the handgun when the **"READY"** command is given by the firearms instructor. If the officer is encountering a problem on the firing line, the hand will be raised and the officer will await the firearms instructor's assistance, the officer's handgun shall always be pointed downrange until the problem is resolved, the firearms instructor will continue the command sequences until all the officers are ready on the firing line. If a malfunction or misfire occurs, the officer shall keep the handgun pointed downrange and raise the hand without the handgun to notify the firearms instructor.
11. An officer shall not converse on the firing line unless he is being coached, is responding to the firearms instructor, or is not firing and coaching another shooter as requested by the firearms instructor.
12. Officers shall not advance towards a target from the firing line until the firing line is clear and safe and a command is given by the firearms instructor. The firing line shall be "SAFE" when each officer has unloaded his handgun and the handgun is checked by a firearms instructor and holstered.
13. No smoking shall be allowed while on the firing line.
14. An officer shall never point or carry a firearm parallel to or behind the firing line while loaded or with the action closed.
15. A firearm shall never be laid down without unloading it and locking the slide in the open position.
16. Protective devices shall always be used on the ears by all persons on the firing line or in close proximity.

17. All persons on the firing line shall use approved safety goggles or safety eye glasses and a hat or visor.
18. Always keeping behind the firing line, do not retrieve items until the line is called "SAFE". No bending over on the firing line unless given direct instructions to do so by the firearms instructor.
19. Report any injuries, no matter how minor, to a firearms instructor as soon as practical.
20. Recreational shooting is prohibited at all times. Use of the range is restricted to official departmental qualification, requalification and/or training exercises.
21. All persons on the firing line shall notify the instructor prior to the beginning of training if they have taken medication prior to coming to the range. If a person has known allergies to medication, he should put a note in his pocket indicating such in case of an emergency/accident.